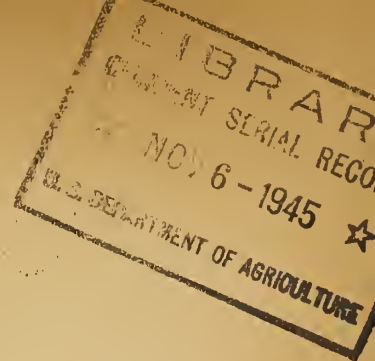


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WAR FOOD ADMINISTRATION
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.



SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 39.8

How to Use the "Order Ticket Routing Slip"

Beginning Friday, April 27, 1945, Program Managers are to initiate and attach an "Order Ticket Routing Slip" (see exhibit) to each "Request for Delivery" form before referring it to the Storage Division.

The routing slip is to be filled in as follows:

1. Program Managers -
 - IN - Time FAS No. is issued.
Commodity and FAS No.
 - OUT - Time Request for Delivery is sent to the Storage Division.
2. Commodity Unit Head -
 - IN - Time Request for Delivery is received.
 - OUT - Time Request for Delivery is referred to an Order Clerk.
3. Order Clerk -
 - IN - Time Request for Delivery is received.
Ticket No.
 - OUT - Time Ticket is referred to the Unit Head.
(Detach the routing slip from the Request for Delivery and staple it to the Ticket. If more than one Ticket is prepared against a Request for Delivery, Order Clerks are to originate additional routing slips, stapling one to each Ticket. The information on the original routing slip is to be copied onto any additional slips and given sub numbers.)
4. Commodity Unit Head -
 - IN - Time Ticket is received.
 - OUT - Time Ticket is sent to routing.
5. Routing -
 - IN - Time Ticket is received.
 - OUT - Time Ticket is sent to Master Ticket Control; or if QMR No. is needed, time ticket is sent to QMR Room.
6. QMR Room -
 - IN - Time Ticket is received.
 - OUT - Time Ticket is sent to Master Ticket Control.

7. Master Ticket Control -

IN - Time Ticket is received.

OUT - Time Ticket is sent to Document Services, if Shipping Instructions are to be written; or time Ticket is sent to the Teletype Room if a Notice to Deliver is to be teletyped.

8. Document Services -

IN - Time Ticket is received from Master Ticket Control.

(When Shipping Instructions are written, the routing slip is to be detached from the Ticket and stapled to the instruction. The ticket is then dittoed.)

OUT - Time Shipping Instruction is sent to Teletype Room.

9. Teletype Room -

IN - Time Ticket (or Shipping Instruction) is received.

OUT - Time Ticket, from which Notice to Deliver has been teletyped, is sent to Document Services; or time Shipping Instruction is teletyped.

Routing slips are to remain attached to all Tickets for which Notices to Deliver have been written.

Routing slips are to be detached from Shipping Instructions and sent to Program Management Division, Room 1246.

10. Document Services -

IN - Time Ticket is received from Teletype Room.

OUT - Time Ticket is dittoed.

After the Ticket has been dittoed, the routing slip is sent to the Program Management Division, Room 1246.

Supervisors are expected to note in "Remarks" any unusual delays. Write the number appearing opposite the step where the delay occurred, and give the reasons for the delay.

Whenever a Request for Delivery or Ticket is returned to a preceding step, the person returning the document is to prepare a new routing slip giving the information noted below. (It will be unnecessary, however, to prepare a new slip if a document is returned only because "time" information for a preceding step was omitted from the routing slip.)

1. Commodity

2. FAS No.

3. Ticket No.

4. In "Remarks" give reasons why the document was returned, such as:
"QMR number needed."

The original routing slip is to remain attached to the document. The new slip is to be stapled over the original slip. "Time In" and "Time Out" information is to be inserted on the new slip beginning with the time the unit to which it is returned receives it, through any necessary steps following.



Chief, Shipping and Storage Branch

Distribution Code "B"

April 27, 1945

